



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY
DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL FOUNDATION CERTIFICATE

IN

COMPUTER OPERATIONS AND PACKAGES

SUBJECT: Computer Operations and PAPER NO: 115/19/S01B
Packages (Practical)

DURATION: 3 Hours

NOVEMBER/DECEMBER 2022 EXAMINATION

REQUIREMENTS

1. A computer with Office.
2. Storage medium for each candidate.
3. Printing facility.

INSTRUCTIONS TO CANDIDATE

1. Answer ALL questions.
2. Submit both hard and soft copy.

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(PRACTICAL)

QUESTION 1

WORD PROCESSING

- (a) Type the following document as it is and save as Prototype and print it. (5 marks)

Prototyping

Involves building a working but limited model of a new system that will be tested, evaluated and improved if necessary before building the actual system. It involved construction of a simple version of a program which is used as part of the design to demonstrate how the system will work.

It is a mock-up of parts of the system for early evaluation. Reasons for prototyping:

- Gives an idea of the system before development
- Enables clear identification of requirements
- Allows revision and adjustments before full system is developed.

The prototype will have a working interface but may not actually process data. Special software will be used to design input screens and to run the system. The prototype can then be discarded and the real system design using other or the same software (throw away prototype)

Prototyping can be used at any stage of the SDLC. The prototype can be further refined until the user is satisfied with it and then it is implemented as it is (Evolutionary prototype)

- (b) Make the following changes to the document you types in (a).
- (i) Change the size of the heading to font size 16 and make the heading bold. (2 marks)
 - (ii) Fully justify the whole document (2 marks)
 - (iii) Move the second paragraph to below the third paragraph. (2 marks)
 - (iv) Drop cap the first letter of the last paragraph to two lines. (2 marks)
 - (v) Insert a watermark written "Prototypes" (2 marks)
 - (vi) Insert the table below the last paragraph. (3 marks)

Advantages of prototypes	Disadvantages of prototyping
- Faster to design a system model	Prototypes can be very expensive to design
- System is more likely to have fewer or no errors	Takes too long to finish system design (throw away prototyping)

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- vii) Apply a paragraph border to the first paragraph. (2 marks)
- (viii) Insert a footer with your name and candidate number. (2 marks)
- (ix) Insert page numbers centred at the top. (2 marks)
- (x) Save the document and print. (1 mark)

QUESTION 2

- (a) Create the following worksheet and print it. (5 marks)

	A	B	C	D	E	F	G
1	Name	Length (m)	Width (m)	Area (m)	Charge \$	Expenses \$	Profit \$
2	FARM 1	40.2	12				
3	FARM 2	50.6	17				
4	FARM 3	100	18.2				
5	FARM 4	70.9	22.9				
6	FARM 5	62.8	15.7				
7	FARM 6	80.3	16				
8	TOTAL						

- (b) (i) Calculate the area for each farm. (3 marks)
- (ii) Calculate the charge for tillage of each farm given that the charge for tillage is \$2 per m². (3 marks)
- (iii) A new entry "farm 7" needs to be added to the spreadsheet with the following information length 66.2 and width 10. (2 marks)
- (iv) Expenses for fuel are as follows:
\$0.25 per m², complete the information for the farms in the table. (3 marks)
- (v) Compute the profit column for all the farms using charges less expenses. (3 marks)
- (vi) Create a pie chart using the following columns: name, Area and print the chart on a separate page. (3 marks)
- (vii) Calculate the total area, profit, expenses and print. (3 marks)

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QUESTION 3

- (a) Create a table within a database called Mzari-church with the following details and save it as church members. (5 marks)

MEMBER	MEMBER NAME	GENDER	DATE OF BAPTISM	POSITION
0001	Moyo Valeria	Female	17/03/2005	Leader
0002	Dhadha Rudo	Female	23/05/2008	Leader
0003	Dube King	Male	20/04/2002	Pastor
0004	Rusariro Mazi	Male	30/04/2015	Elder
0005	Chitubu Word	Female	14/07/2002	Deacon
0006	Chasara Foya	Male	28/06/2006	Member

- (b) Create a query to select all female leaders and print. (2 marks)
- (c) Extract members of the church who were baptised after 2002 and create a report and print. (3 marks)
- (d) Print a tabular form containing all the records in the table (3 marks)
- (e) Sort the table in ascending order of date of baptism and print.(4 marks)
- (f) Create a query to select members whose names begin with the letter "C" and save it as C-members and Print. (3 marks)

QUESTION 4

Your school is organising an event to honour old students who have helped in the development of the school. Use a desktop publishing software to produce a certificate to be given to the former students. You can also make use of the notes provided to guide you.

Notes:

- Include name of former student. (1 mark)
- Name of school (2 marks)
- Date the certificate was issued (2 marks)
- Reason for awarding the certificate (2 marks)
- Use different fonts (2 marks)
- Congratulatory message (2 marks)
- Borders (2 marks)

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(PRACTICAL)

- Provision for signatures of the school authority (2 marks)

QUESTION 5

Imagine you have been asked to give a talk on buying a house. You will need the following six headings to make six slides:

- Introduction
- Finding the right property
- Purchasing moving in
- Gardening
- Conclusion
- Create an introductory first slide with the title called buying a house of the talk, your name and a suitable picture. (2 marks)
- All the other slides should have a title taken from the above list. (1 mark)
- Slide 2 add a bulleted list of different types of housing e.g. bungalows, semi detached, detached housed. (1 mark)
- Slide 3 include the following data as a chart titled average costs. (3 marks)

Year	Solicitors	Surveyors	Banks
2006	\$30 000	\$8000	\$45000
2010	\$44 000	\$1860	\$68000
2015	\$57 000	\$2400	\$89000
2020	\$60 000	\$3000	\$98000

- Slide 4 add suitable text boxes or WordArt objects e.g. tiling, cups of tea. (2 marks)
- Slide 5 bullet points about gardens, where to buy plants, digging a pond, keeping the front tidy, weeding. (2 marks)
- Slide 6, summarise the contents of the talk and perhaps wish your audience good luck. (2 marks)
- Print the presentation on one page. (2 marks)

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